



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	051-16	ISSUE DATE:	April 7, 2016
TITLE:	ASSISTANT DIVISION DIRECTOR	CLOSING DATE:	April 21, 2016
FUNCTION:	ASSISTANT DIRECTOR		
LOCATION:	Department of Children and Families Office of Training and Professional Development The Professional Center 30 Van Dyke Avenue New Brunswick, NJ 08901		
POSITIONS:	1		
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience.

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

The Assistant Director for the Office of Training and Professional Development (OTPD) is responsible for planning, directing and coordinating the overall operational initiatives that support the Professional Center. The Assistant Director is responsible for ensuring, increasing and supporting the performance, productivity, efficiency of the OTPD talent and department operations through the provision of effective organizational methodologies and strategies.

This position requires the coordination of supervision and coaching of supervisors and providing development and succession planning with direct reports. The Assistant Director will have the responsibility to monitor and manage multiple projects that the OTPD is producing and overseeing, this person will need to be a strong project manager with the ability to engage others to increase work flow and productivity.

The Assistant Director will be responsible for overseeing the Process Committee and the design, structure and implementation of operational processes as they are rolled out in the OTPD to increase efficiency and outcomes.

The Assistant Director is responsible for delegating tasks, accountabilities and will monitor and evaluate progress through written reports, formal coaching and development. This position is responsible for assisting with scheduling, coordinating and assigning of work assignments to all members of the talent team. Strong ability to engage with our University Partnerships in absence of the Executive Director through meetings, correspondence and other communications.

This person would serve as a liaison for the OTPD to other departments in DCF as we consult for professional development and learning needs. This person would utilize the methods of Flawless Consulting to assist department with identifying their learning needs to obtain the performance goals they have identified.

This position is responsible for leading meetings and completing presentation when needed.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. **A Master’s degree in social work or a related field is preferred.**

EXPERIENCE: Three (3) years of experience in management and leadership within the human/social services field or related. The applicant should also possess strong knowledge of human systems, coaching for leaders and supervisory industry standards.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Linda M. Dobron, Director of Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717**